



City of Norfolk

Inter Department Correspondence Sheet

TO: Constitutional Officers; Council Appointees; All Departments; Divisions;
Bureaus and Agencies

FROM: Nancy Olivo, Director of Human Resources

COPIES TO:

SUBJECT: Christmas and New Year's Holidays

November 20, 2003

Upon the recommendation of the City Manager, the City Council has made an early decision regarding the schedule for the Christmas and New Year's holidays in order to recognize the outstanding efforts of City employees.

The City Council approved that on Wednesday, December 24, 2003 an additional one-half day would be added to the one-half day provided in Section 2-48 (a) (9) of the Norfolk City Code as holiday time off. They also included Friday, December 26, 2003 and Friday January 2, 2004 as employee holidays for this season.

In order to receive holiday pay, employees entitled to leave must actually work on the last scheduled working day before and the first scheduled working day after such holiday, or be on annual, sick, or otherwise authorized leave with pay on such days. (City Code, §2-48). All essential services (24 hour operations) will continue as scheduled.

Please post the following holiday announcements:

In observance of the Christmas Holiday, City administrative offices will be closed on Wednesday, December 24, 2003 through Friday, December 26, 2003.

In observance of the New Year's Holiday, City administrative offices will be closed on Thursday, January 1, 2004 and Friday, January 2, 2004.